
Statement of Work for MSA CMV Drivers in Training

Revision 1
December 21, 2015
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1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance, Motor Carrier Services (MCS) department manages commercial motor vehicle operations in accordance with the Department of Transportation (DOT) regulations. MSA must train its affected employees to maintain compliance with federal regulations and MSA policies. Although, MSA maintains the DOT motor carrier license the other Hanford contractors, CH2M HILL Plateau Remediation Projects (CHPRC) and Washington River Protection Solutions (WRPS) affected employees are also subject to this training. For proper preparation, CHPRC and WRPS schedules these affected employees for the necessary basic and job-specific training required. MSA Motor Carrier Services pays for the basic training provided to heavy drivers per prime contract agreement.

The subcontractor is required to provide training support for the affected employees as set forth herein.

2.0 OBJECTIVE

The Subcontractor shall provide specific initial and recurrent training classes as specified in this Statement of Work. CHPRC and WRPS may schedule the training and the Subcontractor shall bill MSA according to this subcontract.

3.0 DESCRIPTION OF WORK – SPECIFIC

3.1 Task Description

The training required shall meet all Hanford site requirements (including MSC-PRO-TRANS-37561, *Department of Transportation Federal Motor Carrier Safety Management Plan*; MSC-RD-TRANS-27562, *Commercial Driver License Holder's Drug & Alcohol Testing Requirements*; and MSC-PRO-TRANS-166, *MSA Transportation Hazmat Employee Training*), and all applicable Washington State and Federal DOT regulations.

Specific training to be provided by the Subcontract is as follows:

COURSE	COURSE #
Module 3 – Basic Radioactive Materials Transportation Training	020059
Module 1 – Basic Hazardous Materials Transportation	020064

Training	
Advanced Hazardous Materials Shipper Certification Training	020067
Module 2 – Basic Hazardous Waste Transportation Training	020068
Advanced Radioactive Materials Shipper Certification Training	020069
General Packaging Requirements for the Transport of Hazardous Materials	020073
Hazardous Material General Awareness Transportation Training	020075
Hazardous Materials Drivers Training	020077
Advanced Mixed Waste Shipper Certification Training	020078
IATA: Transport of Dangerous Goods by Air Shipper Certification Training – Domestic	020079
Vehicle Inspection for Traffic Personnel	020081
Federal Motor Carrier Safety Regulations for Drivers	020083
Federal Motor Carriers Safety Regulations for Managers and Supervisors	020084
Highway Route Controlled Quantity Training for Drivers	020091
Reasonable Suspicion Training for Supervisors	020098
Fire Extinguisher Training for Remediation and Well Services Group	020113
Radioactive Material Packaging Training	020158
Advanced Hazardous Waste Shipper Certification Training	020159
IATA: Transport of Dangerous Goods by Air Shipper Certification Training	020279
Explosives Training for Shippers	020382
Hazardous Materials General Awareness Transportation Training – CBT	02C075
Federal Motor Carrier Safety Regulations for Managers and Supervisors – CBT	02C084
Load Securement for Drivers and Traffic Personnel	050411

3.2 Special Provisions

All Work shall be performed in strict accordance with the following requirements:

- Subcontractor shall develop and maintain training in accordance with MSC-PRO-26025, *Developing and Implementing Training Programs*, or equivalent.

- Subcontractor shall maintain copies of approved analysis, design and development materials, lesson plans, evaluation tools, course exams, and exam banks and shall make them available for review upon request. Please note: The approved analysis, design and development materials, lessons plans, evaluation tools, course exams, and exam banks are proprietary information to the Subcontractor.
- Subcontractor shall provide course materials when developed new, updated or revised (unless editorial only), to Hanford Training for review, comment, approval and to determine whether or not they should be presented to the Training Center of Expertise in accordance with MSC-PRO-26025, or equivalent. Subcontractor shall maintain copies of the fully signed off Training Record Material & Review Approval page for ongoing updates/revisions as well as biennial reviews and will make them available for review upon request.
- Subcontractor is expected to have a functioning evaluation process that measures student reaction and student learning to ensure the adequacy of their training and to be used in training improvements. Subcontractor shall ensure students have an opportunity to provide feedback (Level I). Course evaluations must be given to the Hanford Training Program Manager or Hanford Training Conduct of Operations within 48 hours of course completion. Evaluations shall be conducted in accordance with MSC-PRO-26025, the Evaluation Process Policy, and HAMMER management document (Examination Preparation, Administration, and Control) or equivalent. Hanford Training also reserves the option to observe and evaluate courses as they deem appropriate.
- No modification will be performed without the approval of the responsible HAMMER/Hanford Training Program Manager. (A HAMMER/Hanford Training hazard analysis review is required for all course changes in accordance with HAMMER/Hanford Training HM-FP-01, Section 3.3, HAMMER/Hanford Training Hazardous Analysis and Control Process.)
- All Subcontractor instructors shall complete a HAMMER facility orientation before the first time they deliver training at the HAMMER facility and annually thereafter (available on Internet).

3.3 Acceptance Criteria

Work shall be performed and evaluated in accordance with this Statement of Work including all referenced procedures and requirements herein.

3.4 Organizational Interfaces

The Subcontractor shall interface with various MSA (and other) organizations through the MSA Contracting Officer (or designee), as required, or at points and frequency described below. For specific training requirement issues, the Subcontractor shall interface with Calvin E. Dudney,

Motor Carrier Director at 373-6267 and/or Beth A. Wright, MSA Traffic Management Manager, at 376-7492.

4.0 REQUIREMENTS

General

All Work shall be performed in strict accordance with the requirements above and any other documents, which by this reference are made a part of the Statement of Work.

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On Site Services Special Provisions, will apply to Subcontractor personnel.

4.1 Environment, Safety, & Health (ES&H) Requirements

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of safety and environmental functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. The Subcontractor shall flow down safety and environmental requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with MSC-PRO-11058 for any of the following situations:

- For any subcontractor employee who will be on the Hanford Site for more than 30 days in a year.
- For any subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site.

Buyer's Safety and Health Procedures are available on the internet at <http://www.hanford.gov/pmm/page.cfm/Construction>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

4.2 Quality Assurance (QA) Requirements

Subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to requirements. Additional requirements will be specified in individual task releases, if applicable.

4.3 Government Property – Not Applicable

5.0 PERSONNEL REQUIREMENTS

REVISED

5.1 Training and Qualifications

Subcontractor must meet the following minimum requirements:

Instructor(s) Experience:

Instructor(s) proposed by Offeror must have a minimum of two (2) years of experience teaching all of the courses listed in Section 3.1 of the statement of work.

~~Course Approvals:~~

~~All courses identified in Offeror's proposal must approved by the State of Washington (or a letter from the owner of the course materials stating that the Offeror will be able to use this material for the duration of the subcontract) at the time that the Offeror sends in the proposal.~~

Course Materials:

All course materials must be submitted with the proposal for review and approval by the Buyer Technical Representative (BTR) and a letter from the owner of the course materials that states that the Offeror will be able to use this material for the duration of the subcontract.

Technical Capability:

The Offeror shall describe its understanding of the Statement of Work (SOW) and capability to meet the RFP functional and technical requirements and objectives.

Similar Experience and Past Performance:

Experience is evaluated on the breadth of experience similar to the RFP SOW, while Past Performance is evaluated on the quality of delivered performance during the last two (2) years. MSA will evaluate the Offeror's prior experience with focus on similarities to the Statement of Work. MSA will evaluate Past Performance relative to how well the Offeror performed the work.

Training:

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification requirements. The following types of training qualifications are required:

MSA required site training will be provided by MSA. Job Specific Training shall be provided by the Subcontractor.

5.2 Security and Badging Requirements

For any on site work, see Special Provisions – On Site Services for details.

Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

5.3 Work Location / Potential Access Requirements

This work scope shall be delivered at the HAMMER facility if possible.

Instructors are responsible for ensuring HAMMER Operations personnel are aware of needed classroom equipment, boards and specific props for every class delivered by Subcontractor at the HAMMER facility. To arrange for HAMMER prop and equipment moves, HAMMER Operations is to be notified three days in advance.

5.4 Site Access and Work Hours

HAMMER operates on the Hanford Site standard 4x10s schedule from 6am to 4:30pm with one-half hour designated as an unpaid period for lunch - with Mondays through Thursdays as Site work days.

The HAMMER Facility is open from 6am to 5:30pm, Monday through Thursday. Work is to be performed during those hours unless special arrangements are made through HAMMER Operations and the BTR.

6.0 MEETINGS

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR). The Subcontractor instructors shall be required to attend a facility orientation and safety meeting prior to conducting courses at HAMMER. (Note: Some orientation and safety requirements may be completed via computer based training.) Which would include annual reviews of training content.

7.0 DELIVERABLES AND PERFORMANCE SCHEDULE REQUIREMENTS

7.1 Deliverables

As noted in Section 3.0.

7.2 Schedule

Start Date: **Date of Award**

Completion Date: **September 30, 2018**

8.0 SPECIAL REQUIREMENTS – Not Applicable